

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO: [REDACTED]

13 February 1951

STATINTL

SUBJECT: Security Approval for Employment Interviews

II-B-1

1. Discussions of employment, beyond general preliminary interviews, should not be held with any applicant without prior approval of the Inspection and Security Office.
2. Both telephonic and written requests for employment interview clearances will be received by the Chief, Security Division, or his Deputy, through the Chief of the appropriate Personnel Branch. These requests should be accompanied by pertinent identifying information which must include, as a minimum, the applicant's full name and address and the name and address of his present employer.
3. Exceptions to this requirement may be approved for interviews for specific positions by the Assistant Deputy (Inspection and Security).
4. Approval for employment interviews does not waive necessity for final security approval of the individual in the event he is selected for employment.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
HERBERT MCCOMBS  
Deputy Director  
(Administration)

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